OFFICE OF THE PRESIDENT, TOWN MUNICIPAL COUNCIL, TIRTHAHALLI.

Notification dated 18th August 1954.

No. M.L.C. 12—54-55. Notice is hereby given to the inhabitants of the Municipality of Tirthahally Town, that the Municipal Council desires to adopt the following model bye-laws for the registration of births and deaths under Section 48(1) of the Town Municipalities Act, 1951.

Any inhabitant of the Municipality objecting for the said bye-laws may within one month from the date of this notification send his or her objections in writing to the Town President, Town Municipal Council. Suggestions or objections received after one month from the date of this notification will not be considered under any circumstances.

Bye-law No. 1.—*Definitions*:—For the purpose of these Bye-laws:—

(*a*) The term "Division" means the area in which any Registrar of Births and Deaths is appointed to perform his function.

(*b*) The term "Occupier" includes any person for the time being paying or liable to pay to the owner, the rent or any portion of rent of the land or building in respect of which the word is used.

(*c*) The term "President" means the President of the Municipal Council for the time being.

(*d*) The term "Public Institution" includes of prison, lock-up, lunatic asylum, hospital, reformatory, industrial school, barrack or any charitable or other institution which is under the management of a public body, officer or person.

(*e*) The term "Registrar" means Health Inspector, Town Municipality.

(*f*) The term "Registrar-General" means the Director of Public Health to the Government of Mysore, for the time being and the "Deputy Registrar-General" means the Superintendent of the Bureau of Vital Statistics for the time being.

(*g*) The term "still-born" or still-birth have reference to a child born after the 28th week of gestation as dead or apparently dead and not called back to life.

5 Information of birth to be given within seven days.—Information covering all the particulars specified in Form No. V.S. 1(*b*) appended shall be given to the Registrar of the Division within one week after day of birth regarding every birth that takes place within the Municipal limits.

The duty of giving notice of births is laid in the first instance upon the father, provided that the child is legitimate and that the father is in the Municipality.

In the absence of father and in all cases of births of illegitimate children, the duty is laid on the mother provided her health permits.

Should both father and mother be unable or fail to give notice the duty is laid on the Medical Officer or Midwife attending the mother where there is no Medical Officer or Midwife, the duty is laid upon the occupier of the building in which the birth takes place.

6 Information of death to be given within 36 hours.—Information regarding the death of any person dying within the Municipal limits, covering the several particulars prescribed in Form No. V.S. 2(*b*) appended shall within 36 hours of such death be given to the Registrar of the Division.

The duty giving such notice is laid in the first instance upon the nearest relative of the deceased person who has been present during his illness.

Failing such relative, it is laid upon the Medical Officer who attended the deceased person.

Where there is no Medical Officer, the duty is laid upon the occupier of the building in which the death occurred.

7 Birth and Death occurring in public institution to be notified by the officer-in-charge.—The above bye-laws do not apply to the case of birth or death occurring in a public institution. In that case the duty of sending the notice is laid upon the officer-in-charge of the

8 Particulars regarding dead bodies found exposed to reported by the Police.—In cases of the discovery of dead bodies, whether of newly born children or otherwise, it, shall be the duty of the police station officer within whose jurisdiction any such body is found to report to the Registrar such particulars as are available, for the purpose of the entries to be made in the Registrar of Deaths as well as in the case of the bodies of newly born children in the registrar of births.

9 Priest and burial ground watchman to furnish information if required.—Should the President so order every person who conducts the funeral obsequies of any person dying within the Municipal limit, and any person who is placed in charge of graveyard, burning ground or other place of burial or cremation shall furnish the registrar with such information as he may be required by the President, to furnish regarding any funeral obsequies conducted by him or any burials or cremation that have taken place within the premises committed to his charge, as the case may be.

10 Registrar to register information without fee or reward and to inform himself of every birth and death.—Every Registrar shall inform himself carefully of every birth and death which takes place in his Division and shall register, as soon as conveniently may be after the event without fee or reward the particulars required to be registered under Bye-law 11 touching every such birth or death as the case may be which has not been already registered.

11 Form of Birth and Death Registers to be maintained in original, duplicate and triplicate.—The Register of Births shall be maintained in Form No. V.S. 1(*b*) and the Register of Deaths in Form No. V.S. 2(*b*) appended in original, duplicate and triplicate.

12 Entries to be numbered serially.—In each of these Registers the occurrence registered shall be numbered serially, the series of numbers running from 1st January to 31st December. No entry shall be interpolated between two serial numbers.

13 Written information received by the Registrar be preserved for two years. An information received by the Registrar in filling in connection with the registration of any birth or death shall be filed by him and preserved for two years.

14 Entries in respect of children born dead.—A special column in the Register of Births is provided for the entry of still births which are not included in the statistics either of births or of deaths.

15 Entries in respect of children born alive which die before the birth is registered.—In the case of a child which is born alive but dies before its birth has been registered, the Registrar shall enter the birth, in the Register of Births and the death in the Register of Deaths.

16 Register to be renewed once a year. Register to be sent by the Director of Printing and Stationery in Mysore direct to President for distribution to Registrars.—Each register shall consist of 1,098 pages, 366 originals, 366 duplicates and 366 triplicates, and shall be used continuously for a period of one year. The Director of Printing and Stationery in Mysore will print these registers and issue them to the President for distribution to Registrar concerned at least by the end of November of each year.

17 Triplicate copies to be sent daily to President of the Municipality.—The triplicate pages which have been written up during every day shall be detached at the perforation and sent by the Registrar to the President of the Municipality before the close of the following day. The particular shall thereupon, be posted into the consolidated Register of Births and Deaths which shall be maintained in the Municipality.

If during any day no births or deaths have occurred the triplicate form should be sent with the remarks "Nil" return thereon.

18 The President to collect the duplicate return from Registrars and forward them to the Registrar-General so

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following.—The duplicate pages should be similarly detached at the perforation and sent to the President, who after scrutinising the returns carefully, should forward them in a bundle to the Registrar-General so as to reach him on or before the close of the third day following.

19 Check by President of regular receipt of returns.—A set of posting registers showing the names of Registrars will be maintained in the Office of the President in which the returns received will be posted as they come in; when these registers show that the return for any day is 48 hours overdue, a reminder will be sent to the Registrar. The President will take disciplinary action against Registrar who are frequently in default.

20 Process of sorting and abstracting the returns in the Central Statistical Office.—The returns received in the central statistical office will be abstracted and posted into Registers for purposes of compilation.

21 Filing of returns permanently.—As soon as the required information has been abstracted and posted the returns for each month will be filed in racks. By the close of each year the returns will be transferred to records. The returns will be retained as permanent records.

22 Reviews to be published weekly, monthy and quarterly.—The statistics so abstracted will be published for the information of the authorities concerned and of the public with a review of the same weekly, monthy, and quarterly.

23 The Original Register to be finally deposited in the Office of the President.—Each register of original, shall be retained in the custody of the Registrar for one year after it is closed and shall then be sent to the President who after careful scrutiny of all unattested erasure and alterations, shall file it as a permanent record.

24 Entries to be made in the Birth Register by Midwives and Vaccinators.—It shall be the duty of the Registrar to produce his register of births before the Midwife and the Vaccinator and it shall be the duty of the Midwife and the Vaccinator respectively to enter their initials, with such remarks as may be called for against the cases in which they have attended at the birth of a child or vaccinated it, as the case may be.

25 To exercise supervision over Registrars.—The District Health Officer, Vice-President of the Town Municipal Council as the case may be, shall constantly inspect the Registers of Births and Deaths, make test checks by enquiry, instruct the registrar as to the discharge of his duties and exercise a general supervision over the work of the Registrar. The registers shall be checked at least once a week by the Vice-President, Town Municipal Council and the entries verified should bear the initials of the checking officer with date of check.

26 Errors.—Every error found in the register of births or in the register of deaths shall be corrected by drawing a line through the original entry (but not so as to render it illegible) and writing the new entry above it, and the correction shall be fully signed and dated by the Registrar if the error be discovered by him and by both the Registrar and the checking officer, if the error be discovered by the checking officer. All such corrections shall be duly intimated to the Registrar-General through the President with reasons therefor. The correction when approved by the Registrar-General will be made in the returns filed in the Central Statistical Office, and due information will be sent to the President for informing the Registrars concerned.

Provided that no entry shall be corrected under this rule more than a year after the entry has been made except with the previous sanction of the President.

27 When Registrar to give extract, free of charge.—The Registrar shall, as soon as the registration of birth of child has been completed, give on application, free of all charges to the person who gives information of the birth, an extract under his hand from the register relating to such birth for purposes of this Bye-law the register will be the register of Original kept by the Registrar.

28 Search of Birth and Death Registers.—Any person may at any reasonable time, on payment of a fee of four annas for each visit, search any register of births and deaths for purposes of this bye-law the register of births and deaths will be the returns sent daily by the Registrar through the President to the Registrar-General and filed in the Central Statistical Office.

29 Issue of Birth and Death Certificates in cases registered under the new system.—Any person requiring a certificate of birth or death may put in an application, affixing a two annas Court fee stamp, and enclose One Rupee Court fee stamp to be affixed to the certificate.

The application should state clearly:—

(i) The name and name of the party in relation to whose birth or death, a certificate is required.

(ii) The date, month and year of occurrence.

(iii) The name of the street and the division where the event occurred, and

(iv) The postal address of the applicant for sending the copy.

The application may be addressed either to the Registrar-General or to the President, who will forward it to the Registrar-General. On receipt of such an application the Registrar-General will cause the duplicate return relating to the occurrence to be traced and a true copy of the same to be issued over his signature or that of the Deputy Registrar-General and sent either directly to the party concerned or to the President to be given to the party concerned.

30 Penalty for omission to give information.—Any person whose duty it is to give information under the preceding bye-laws and who neglects or refuses to give such information or gives false information shall be liable on conviction to a fine not exceeding Ten Rupees.

Daily Births Report.

Original.

Registrar-General of Births and Deaths.

Date of Report..... Name of Municipality.....
.....

V. S. No. 1 (b).

Birth							Address			Particulars of Mother								
Annual Number	Date of Registration	Date of Birth	Born Alive	Born Dead	Sex	Name of Child	Name of Father	Door Number	Street	Division	Name	Age	Occupation	Permanent Residence.	Community	Order of Birth	Number of living children including this Child.	Number of years after consummation of Marriage.	Intials of Checking Officer with Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Plural Births.—Particulars of Plural Births should be entered separately for each child.

Note.—Even if a child were to die within an hour after birth, it should be entered as a birth in this Register and as a death in the Death Register.

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President.